

MAJOR AWARDS

16 SEPTEMBER 1975

SECRET

SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE MEETING

Tuesday, 16 September 1975

0900

5E 62, Headquarters

25X1A

A T T E N D A N C E   L I S T

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A G E N D A

1. Call to order
2. Minutes of last meeting (TAB 1)
3. Executive Secretary's Report
4. Comments by Chairman
5. Discussion by Members
6. Vote on the following cases (TAB 2):

<u>TAB</u>	<u>NO.</u>	<u>SUBJECT</u>
A	71-289	Computerization of Combined Federal Campaign Contributions

SECRET

<u>TAB</u>	<u>NO.</u>	<u>SUBJECT</u>
B	75-274	Modification to Increase the Life of Readout Tubes in Collins 651-S Receivers
C	75-352	Summer Intern and Co-op Employees Reimbursement of Travel Expenses
D	SA-22	Contributions to OTS
E	SA-21	Staff Trainee Assignment Matrix Program
F	SA-26	Polish Linguistic Achievements
G	SA-28	Salvage of Personal Effects <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px; vertical-align: middle;"></span> 25X1A <span style="border: 1px solid black; display: inline-block; width: 80px; height: 15px; vertical-align: middle;"></span>

7. Adjournement

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# SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE MINUTES

25 June 1975

On Wednesday, 25 June 1975 at 0930, Mr. F. W. M. Janney, Chairman, chaired the regular meeting of the Suggestion and Achievement Awards Committee in 5E 62, Headquarters. The following were present:

## MEMBERS

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Office of the Director  
Directorate of Science  
and Technology  
Directorate of Operations

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## ALTERNATES

Directorate of Intelligence  
Directorate of Administration

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## SECURITY ADVISER

Office of Security

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## WITNESSES

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Harry E. Fitzwater

Suggestion Nos. 72-273  
and 75-280  
SA-20

## SAAC - Administrative

Executive Secretary  
Incentive Awards Officer

## MINUTES

The minutes of the 5 June 1975 Meeting were approved as written.

## EXEC. SEC. REPORT

Since the 5 June 1975 Meeting, 19 suggestions have been received. Eighteen (18) were eligible and 1 ineligible. The Executive Secretary closed 25 cases. Four (4) Special Achievement Award nominations have been received since the last meeting.

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On 10 June 1975, the National Capital Chapter, National Association of Suggestion Systems conducted a seminar. Twelve (12) Agency representatives were among the total attendance group of 142.

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COMMITTEE  
ACTION

The Committee took the following action on the cases listed below:

<u>NO.</u>	<u>SUBJECT</u>	<u>ACTION</u>
72-273	Recycling Film Cans and Spools	\$800 award based on annual savings of \$19,651.
75-280	SEARCH Computer Program	Recommended \$5,000 award (EXCEPTIONAL/GENERAL).
SA-17	OTR Typing and Processing Center	\$1,500 award, equally shared, based on first-year savings of \$25,569 (\$830), plus EXCEPTIONAL/EXTENDED (\$670) intangible benefits.
SA-20	Audit Staff Computer Program	\$850 award based on annual savings of \$10,100 (\$555), plus HIGH/EXTENDED (\$295) intangible benefits.
75-21		\$1,400 award, equally shared, based on annual savings of \$74,096 (\$1,075), plus HIGH/EXTENDED (\$325) intangible benefits.

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<u>NO.</u>	<u>SUBJECT</u>	<u>ACTION</u>
75-40	<input type="text"/> Communications Improvement	\$850 award based on annual savings of \$13,313 (\$635), plus HIGH/EXTENDED (\$215) intangible benefits. Re-examine in 90 days to ascertain value to <input type="text"/> operations.

ADJOURNMENT

The meeting was adjourned at 1045.

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Executive Secretary  
Suggestion and Achievement Awards Committee

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

STATINTL

SUGGESTION NO. 71-289: dated 5 February 1970  
[redacted] GS-09  
Employee Benefits Assistant  
[redacted] GS-12  
Employee Benefits Officer,  
Deputy Chief  
[redacted], GS-09  
Employee Relations Officer  
Directorate of Administration/  
OP

STATINTL

STATINTL

A. Summary of Suggestion

Detailed description of the former method and proposed computerization of the Combined Federal Campaign pledge cards is attached (TAB 1).

STATINTL

B. Evaluation

1. During the early stages of evaluation of this proposal (1971) Deputy Chief, Benefits and Services Division/OP contacted OJCS who reported that the proposed form had several drawbacks; namely, limited number of columns available on the cards for punching purposes, attempts at this type of processing in business and government have revealed that people do not respond well to directions, resulting in errors in their punching the proper column. Also, people are sensitive about their contributions and this system would result in open handling. OJCS recommended that OF be queried concerning this proposal.

2. In 1972, OF commented that the suggester's forms could not be used with the OF Computerized Payroll System. As a result, [redacted] OF, developed a form which was compatible with the OF

Payroll System (TAB 2). OF recommended that [ ] be considered for an award for his contributions to the form design.

STATINTL

3. Chief, Personal Affairs Branch/BSD/OP said the 1974-75 Consolidated Fund Campaign successfully utilized the automated reporting procedures. Attached is a sample of the CFC card, Form 3560, used for the 1974-75 campaign (TAB 3) which incorporated CFC, PSAS, and EAF contributions.

First-Year Savings are:

Eliminated need for the assistance of five GS-03's for 2 months (5 GS-03's @ \$564 monthly x 2 months each)	\$5,640
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Savings by eliminating some forms and extra reports (keypersons and forms)	380
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Savings by eliminating manual report preparation	<u>1,923</u>
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Total-First Year Savings	<u>\$7,943</u>
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STATINTL

Automated reporting has eliminated the necessity for keypersons and vice chairpersons to submit itemized accounting reports. Adding PSAS to the pledge cards eliminated the necessity for the separate handling and accounting of PSAS envelopes. The accuracy of the records has been improved. Reports are now more informative. C/PAB rated intangible benefits SUBSTANTIAL/GENERAL. C/PAB recommended that the monetary award be equally shared by [ ]

[ ] had the original idea. [ ] was instrumental in dealing with OJCS and OF to get the computer card system working. [ ] made major contributions to improve the current system. Chief, Benefits and Services Division, with the concurrence of Deputy Director of Personnel for Special Programs, recommended a total award of \$1,200 to be equally shared.



STATINTL

4. [ ] Audit Staff and DCI Committee Member said the computerized CFC system provides us with the capability to respond to management and better control of reports and finances. He also said that much of the improvements under the current system were made by or through the efforts of [ ] STATINTL

5. Chief, Statistical Reporting Branch/OP said that the costs to write the computer program and run it for the first year were \$3,524. The costs for future campaigns will be much less since the cost to write the program is a one-time expense. STATINTL

C. Recommendation of Executive Secretary STATINTL

1. Not line of duty. STATINTL

2. <sup>#1,350</sup> \$1,200 award, equally shared by [ ] and [ ] based on annual savings of \$7,943 (\$450) plus SUBSTANTIAL/GENERAL intangible benefits (\$750) <sup>(#400)</sup>

3. Certificate of Appreciation <sup>AND A \$150 AWARD</sup> to [ ] Office of Finance for his efforts in designing the cards in 1972.

D. Decision of the Committee

\_\_\_\_\_ Approved \_\_\_\_\_ Award  
\_\_\_\_\_ Disapproved \_\_\_\_\_ Date

Atts

**CONFIDENTIAL****ATTACHMENT NO. 1**

Each year contributors cards are ordered from the Combined Federal Campaign Headquarters. Since our Agency does not send the CFC cards out of the Agency for processing, for our own audit control purposes the CFC cards along with our own Agency sponsored EAF/PSAS envelopes and the individual information and instruction brochure are then sent to the Printing Services to be numbered. When the cards, envelopes and brochures are returned the Fund Drive Office assembles them into packets. The F.D.O. assigns blocks of numbers to the various offices based on their actual T.O.. The packets are then sent to the Office Chairman who in turn distributes them among his various keymen.

The office keyman assigns a number to each employee and the packets are then distributed accordingly. The employee completes the card if he wishes to contribute and designates the amount to be given and elects the method of contribution; Cash, Direct Bill, or Payroll Deduction. The packet is then returned to the Keyman who prepares a report based on the information on the card. The EAF/PSAS contributions are in a sealed envelope and are handled separately. The reports and cards are then turned over to the Office Chairman who hand carries them to the Fund Drive Office.

The envelopes are logged in by office and turned over to teams of counters, two in each team,. If cards are incorrectly completed or the amount of payroll deduction indicated will not equal even deductions for thirteen or twenty-six pay periods, depending on whether the employee is on vouchered or confidential payroll, the employee must be contacted for permission to change the amount to be deducted. Approximately 45% of the cards submitted fail to give the employee serial number and at least 95% do not indicate whether the employee is on Vouch. or Conf. Payroll. This information must be included on all payroll deduction cards, consequently each card must be checked against the Alphabetical Roster #105 and information inserted on the cards. This is a very time consuming procedure. Besides the Staff Employees who are eligible for payroll deduction plan there are also contract employees at headquarters who are eligible. The division must be contacted for this information.

When all cards have been checked and verified, the cards and reports are then forwarded to the cashier who checks the cash contributions again against the cards and reports. The cash is counted and removed from the cards and forwarded then to the Finance bookkeeper for appropriate entries on the official Finance Book. After his entries have been made the envelopes containing the reports and cards are forwarded to the Fund Drive Assistant for entry on the CFC and EAF/PSAS BOOKS.

The Fund Drive Coordinator prepares weekly reports for each office in each of the Directorates. This information is taken from the Fund Drive books and all envelopes and reports that have been submitted through that date. This again creates quite a problem because the Finance Bookkeeper usually runs quite a bit behind the counters and the cashier. Therefore, each report and envelope must be verified by the DC and included on the report.

## ATTACHMENT NO. II

I suggest that since the official CFC card does not leave the Agency that we could print up our own cards. The cards could be designed very much like the Time and Attendance card. The cards would be pre-printed for each individual employee containing all the necessary payroll information such as name, employee number, unit designator, etc. A rough sample is attached.

This card could have "punch out" blocks for the three types of elections as well as a "Do Not Wish To Contribute" block. Also shown on the card would be the suggested payroll deductions. The employee could punch out the amount he wants to contribute. If the employee has chosen to give a cash contribution, cash envelopes are available from CFC. The employee number could be printed on this envelope at the same time the EAF/PSAS envelopes and brochure is printed up. The employee would show amount being contributed on both the card and the envelope.

The Cards could then be sent to Computer Services for processing. If there are any errors the cards would be "kicked out" by the computer automatically and the corrections could be made immediately. At the same time the computer could give a current report for each Directorate on contributions to date.

The cards could be forwarded to Computer Services on a pre-arranged schedule by Directorate. Each office would be responsible for getting these cards to the Division Chairman who would in turn send them to the Directorate Chairman for transmittal to Computer Services.

If this is not acceptable, the cards and envelopes could still be returned to the FDC Office for transmittal to Computer Services. However, if handled the latter way it is possible that the FDC function could be cut out all together and the Office of Finance, Payroll Division could take over the entire function since it is primarily a Finance and not a Personnel matter.

Employee No.	1972 Combined Federal Campaign							
Name of Employee (First, middle, last)	To: Compensation & Tax Division Office of Finance	X	\$13.00	X	110.50	X	208.00	X
		X	1950	X	117.00	X	214.50	X
		X	26.00	X	123.50	X	221.00	X
Fan Account No.		X	32.50	X	130.00	X	227.50	X
		X	39.00	X	136.50	X	234.00	X
Organization	Total Gift \$	X	45.50	X	143.00	X	240.50	X
	Paid By: <input type="checkbox"/>	X	52.00	X	149.50	X	247.00	X
	Payroll Deduction <input type="checkbox"/>	X	58.50	X	156.00	X	253.50	X
Refer to Instruction Phamplet for Bi-weekly and Four week deduction Schedule.	Direct Billing <input type="checkbox"/>	X	65.00	X	162.50	X	260.00	X
	Cash .....\$	X	71.50	X	169.00	X	312.00	X
		X	78.00	X	175.50	X	364.00	X
	Do Not Wish To Contribute <input type="checkbox"/>	X	84.50	X	182.00	X	416.00	X
		X	91.00	X	188.50	X	468.00	X
Cash Gifts are to be enclosed in the envelope provided.	Signature of Employee	X	97.50	X	195.00	X	520.00	X
		X	104.00	X	201.50	X		X

Approved For Release 2002/05/02 : CIA-RDP80-00833A000100010001-3

EMPLOYEE WILL BE BILLED QUARTERLY  
ON DIRECT BILLING PLAN.

Name	Empl. No.	BIRTH	TC	Control	F A I	ID	SSN
			095				

TO: Director of Finance  
THRU: Director of Personnel

I pledge \$ \_\_\_\_\_  
to the Consolidated Fund  
Campaign, and elect the  
following payment method:

CA ☐ Cash (enclosed)  
BM ☐ Bill me p. 35  
PR ☐ Payroll Deduction \*

Sign: \_\_\_\_\_  
Date \_\_\_\_\_

**INSTRUCTION:** If you wish to contribute to the CFC, record your pledge on the pledge line on the left hand portion of this form. If you elect to make payment by payroll deduction, see reverse. If you do not wish to make a contribution, insert zero in the pledge line.

**AUTHORIZATION:** \*You are authorized and requested to establish in my payroll record the total amount specified representing my pledge to the Consolidated Fund Campaign for the next earnings year, and to deduct from salaries or wages due me equal amounts during the next earnings year for remittance to the CFC office which will satisfy this commitment. I hereby agree to assume full responsibility for payment of any balance outstanding if I should become ineligible for payroll deduction, or at any time my compensation is not sufficient to cover the amount of such biweek allotment.

Form XXXX-72                      CONSOLIDATED FUND CAMPAIGN PLEDGE

Listed below is a scale of biweekly deductions from 25¢ to \$15.00 and the total annual value of each if deducted from your salary every pay period for one full year. If you wish to have your pledge paid by payroll deduction, please determine the amount you wish deducted each pay period from this scale, and on the back of the form record the annual pledge cited for the amount you have selected as your biweek CFC allotment.

Biweek Allot.	Annual Pledge	Biweek Allot.	Annual Pledge	Biweek Allot.	Annual Pledge	Biweek Allot.	Annual Pledge	Biweek Allot.	Annual Pledge	Biweek Allot.	Annual Pledge
.25	= 6.50	2.75	= 71.50	5.25	= 136.50	7.75	= 201.50	10.25	= 266.50	12.75	= 331.50
.50	= 13.00	3.00	= 78.00	5.50	= 143.00	8.00	= 208.00	10.50	= 273.00	13.00	= 338.00
.75	= 19.50	3.25	= 84.50	5.75	= 149.50	8.25	= 214.50	10.75	= 279.50	13.25	= 344.50
1.00	= 26.00	3.50	= 91.00	6.00	= 156.00	8.50	= 221.00	11.00	= 286.00	13.50	= 351.00
1.25	= 32.50	3.75	= 97.50	6.25	= 162.50	8.75	= 227.50	11.25	= 292.50	13.75	= 357.50
1.50	= 39.00	4.00	= 104.00	6.50	= 169.00	9.00	= 234.00	11.50	= 299.00	14.00	= 364.00
1.75	= 45.50	4.25	= 110.50	6.75	= 175.50	9.25	= 240.50	11.75	= 305.50	14.25	= 370.50
2.00	= 52.00	4.50	= 117.00	7.00	= 182.00	9.50	= 247.00	12.00	= 312.00	14.50	= 377.00
2.25	= 58.50	4.75	= 123.50	7.25	= 188.50	9.75	= 253.50	12.25	= 318.50	14.75	= 383.50
2.50	= 65.00	5.00	= 130.00	7.50	= 195.00	10.00	= 260.00	12.50	= 325.00	15.00	= 390.00
										Other	5

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NAME				EMPLOYEE NO.	DOB	TC	CONTROL	DIR/COMP	ROOM NO.
						045			
COMBINED FEDERAL CAMPAIGN (CFC)				EDUCATIONAL AID FUND (EAF)				PSAS	
TOTAL (CFC)	METHOD OF PAYMENT			TOTAL (EAF)	METHOD OF PAYMENT			CASH OR CHECK ONLY	
	CASH OR CHECK	PAYROLL DEDUCTION (annual)	DIRECT BILLING (add rm # upper rt.)		CASH OR CHECK	PAYROLL DEDUCTION (annual)	DIRECT BILLING (add rm # upper rt.)		
\$	\$	\$	\$	\$	\$	\$	\$	\$	
BIWEEKLY PAYROLL DEDUCTION (CFC) 256 = \$ ____ . ____				BIWEEKLY PAYROLL DEDUCTION (EAF) 257 = \$ ____ . ____					
I HEREBY AUTHORIZE DEDUCTIONS TO BE MADE FROM MY WAGE OR SALARY IN EQUAL AMOUNTS ON A BIWEEKLY BASIS TO SATISFY MY TOTAL ANNUAL GIFT. I UNDERSTAND THAT THIS AUTHORIZATION MAY BE TERMINATED UPON MY WRITTEN REQUEST. SEE REVERSE IF YOU WISH TO DESIGNATE YOUR CONTRIBUTION TO PARTICULAR CFC AGENCIES.						SIGNATURE			
						DATE		CONFIDENTIAL (When Filled In)	

FORM 7-74 3560 OBSOLETE PREVIOUS EDITIONS

CONSOLIDATED FUND CAMPAIGN PLEDGE  
(SEE INSTRUCTIONS ON REVERSE)

CL. BY: 007622 (04-30)

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SUGGESTION NO. 75-274: dated 17 January 1975

STATSPEC

[redacted], GS-11  
Electronic Specialist  
Directorate of Intelligence [redacted]

A. Summary of Suggestion

1. Background

As long ago as January 1974, it became apparent that the [redacted] receiver frequency readout tubes were not providing the 20,000 hours life expectancy called for in the specifications. [redacted] Although they were already aware of the problem they had not yet determined whether there was a receiver design defect, a miscalculation in the specification or a defective "batch" of readout tubes. [redacted] supplied [redacted] with 56 new tubes, to replace the weak tubes, however, the problem persisted.

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2. Suggestion

After numerous discussions with [redacted] (manufacturers of the tubes), the suggester [redacted] receiver frequency readout tubes by installation of a 5.1 ohm, 5 percent tolerance, 1/2 watt resistor mounted on a two-pin terminal, reducing the filament voltage to the required 1.4 volts with no noticeable difference in brilliance. Also, turning off the receivers when not in use will double the life expectancy of the frequency readout tubes.

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B. Evaluations

STATSPEC

1. [redacted] Operations Group commented that the modification was a simple one, requiring commonly available electronic components. With minimal instruction, [redacted] technical personnel will be able to perform the modification

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[redacted]  
part of Headquarters logistics and finance personnel than procurement and shipment to the field of the manufacturer's modification kits.

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

STATINTL SUGGESTION NO. 75-352: dated 20 February 1975  
[redacted] GS-11  
Finance Officer  
Directorate of Administration/  
OP/Central Processing Branch  
(Reported by her supervisor)

A. Summary of Suggestion

1. Background

Summer intern and co-op employees submitted travel vouchers for reimbursement of travel expenses after their entrance-on-duty. The voucher was forwarded through the employee's office of assignment to the Office of Finance. The employee was reimbursed by Finance's Disbursing Unit. This process could take from 3 to 6 weeks. For reimbursement for travel back to point-of-hire, the employee submitted an accounting after his return to point-of-hire. This took even longer than the EOD reimbursement.

2. Suggestion

Process reimbursements for entrance-on-duty and return to point-of-hire travel expenses for summer intern and co-op employees by the cash journal procedure currently used by OP/Central Processing Branch. Clerical EOD's and Invitees are reimbursed under this system. In this way, the employee is reimbursed within the first three (3) days of employment and receives his reimbursement for return to point-of-hire prior to departure. There is no voucher preparation by the employee or lengthy processing by other offices, under this method. The greatest advantage is prompt reimbursement.



B. Evaluations

1. On 3 March 1975, Director of Finance concurred in the proposed method of summer intern and co-op employees' reimbursement of travel expenses, as proposed by the Director of Personnel (attached).

2. Chief, Central Processing Branch estimated the following savings in processing reimbursements:

FORMER METHOD

Preparation of individual travel voucher	20 minutes
Central Travel Branch - Audit and Certification	15 minutes
OF/Disbursing - Preparation of check of cash payment	<u>10 minutes</u> 45 minutes

NEW METHOD

Cash Journal - prepare, compute and disburse	<u>5 minutes</u>
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SAVINGS 40 minutes

400 accounts annually x 40 minutes each =  
266 man hours @ \$6.17 per hour (GS-09)=  
\$1,641.22 annual savings

CPB rated intangible benefits HIGH/EXTENDED.

STATINTL

3. OF concurred in the OP/CPB evaluation; however, they rated intangible benefits SUBSTANTIAL/BROAD.

4.  Coordinator for Cooperative Programs commented that the number of offices using co-ops has increased from seven (7) to eighteen (18) in three (3) years. When all requirements are filled, there will be approximately 140 co-ops in the program. The size of the intern program has increased from 15 to 50 students in 9 offices. After paying

their college expenses, most students arrive for work with very little money. Having paid their way to Washington, they are usually faced with paying for their lodging for a month in advance. Since they do not receive their first pay check for two to four weeks after beginning work, reimbursement for their travel expenses within three (3) days after their arrival will be of great benefit to the students. It will improve the morale of these student employees.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$400 award based on annual savings of \$1,641 (\$135), plus SUBSTANTIAL/BROAD intangible benefits (\$265).

D. Decision of the Committee

<u>✓</u>	Approved	<u>\$400</u>	Award
<u>                    </u>	Disapproved	<u>16 SEPT. 1975</u>	Date

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

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SA NO. 21: [REDACTED] GS-10  
Career Trainee  
Directorate of Administration,  
Office of Training

A. Summary

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Attached is recommendation for the Certificate of Merit and a Special Achievement Award for [REDACTED] from Chief, Information Sciences Training Branch, Office of Training endorsed by the Director of Training and the Deputy Director for Administration. The Certificate of Merit was approved on 29 May 1975 and has been presented to [REDACTED]

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B. Supplementary Data

1. The Committee's staff took the following actions to arrive at an appropriate cash award recommendation:

a. Showed this file to Executive Officer, OJCS on 12 June 1975, who said that he had no problems with this nomination.

b. Asked OTR officials for further explanation of savings, cost avoidance and intangible benefit factors. They reported:

(1) Costs that would have been incurred if the computer program had been developed outside OTR; \$10 per line x 700 lines or \$7,000 plus \$490 expense avoided in commercial computer charges for a total cost avoidance of \$7,490.

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(2) Although this was considered to be a very worthwhile project, the Chief, ISTB/OTR, believes that some inefficiencies were incurred because of the training aspect involved, and that \$5,000 is a reasonable cost avoidance figure to use. As for intangible benefits, his rating is SUBSTANTIAL/LIMITED. [redacted] 25X1A  
[redacted] wanted a system such as [redacted] devised and it has been quite valuable. It introduces ADP procedures into their work for the first time, and these techniques may well be increasingly valuable as the [redacted] functions expand and become more complex. [redacted] is now in the process of getting some remote terminals. Up until now, they have used GE Commercial Time-Sharing. ISTB has loaned them a portable computer terminal. 25X1A

(3) The Staff Trainee Assignment Matrix Program (STAMP) is representative of the application of information science techniques to an Agency management problem. The assignment of trainees to staff instructors for OTR's operations courses is a very tedious and time-consuming procedure. In addition, it requires the expertise of a GS-09 staff person to effectively make assignments while meeting the specific requirements of an exercise. A particularly frustrating characteristic of the assignment procedure is making last minute adjustments to the schedule to accommodate unforeseen absenteeism and staff changes.

(4) The STAMP computer program makes the entire process timely, flexible, and accurate. The program also allows the activity to be performed by any staff member regardless of experience. STAMP has the assignment rules built in and maintains a historical record of the course activities to date.

(5) The use of a computer also reduces the cost of course assignment. It is estimated the manual procedure required 32 man hours per course. Next time, nine courses are scheduled. The assignment of trainees to staff in operations exercises costs about \$1,800 annually, assuming a GS-09 is the responsible person. The automated method requires a maximum of four hours per course. For the same course load and with the same grade responsible person, the man-hour cost is reduced to \$200. Computer usage cost is estimated at \$250 for all nine courses. The STAMP computer program will reduce the cost

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of the assignment activity from \$1,800 to \$450 for a net savings of \$1,350. These cost estimates represent an ideal situation, i.e., no need to redo assignments because of unforeseen staff changes. If such changes occur, the manual cost per change would average \$25 while the STAMP program would cost \$3. When [ ] is connected to the OJCS computer system, the computer costs will decrease significantly.

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(6) It is obvious that the STAMP program has replaced a tedious and costly procedure with flexibility and timeliness. While eliminating a distasteful job, STAMP has spawned a more creative environment. It allows the staff time to concentrate on the management problems at hand rather than being overcome with detail.

C. Recommendation of the Executive Secretary

\$450 Special Achievement award based upon total tangible savings or cost avoidance of \$6,350 (\$5,000 and \$1,350 above) (for \$360 award portion) plus SUBSTANTIAL/LIMITED intangible benefits (\$90)

D. Decision of the Committee

✓ Approved <sup>#</sup>450 Award

Disapproved 16 SEPT. 1975 Date

Att

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Approved For Release 2002/05/02 : CIA-RDP80-00833A000100010001-3

RECOMMENDATION FOR MERIT AWARD

FOR [REDACTED]

The assignment of students and instructors for operational training exercises at the [REDACTED] a complex and tedious task, was identified last fall during discussions with the Deputy Chief, [REDACTED] as one of several areas where the use of information science methods might be helpful. [REDACTED] a Career Trainee, joined the Information Sciences Training Branch for an interim assignment from 27 November 1974 through 21 February 1975. In addition to taking information science courses, she began to study the [REDACTED] assignment problem. She visited [REDACTED] to obtain detailed information on the problem through informal discussions with the staff members concerned with instructor-student assignments. On her own initiative, she continued to work on the [REDACTED] problem after completing her interim assignment to the Information Sciences Training Branch, and she completed the development of a computer program which will automatically work out the student-instructor assignments. Her program was initially used [REDACTED] on 28-29 April 1975.

[REDACTED] performance on this project was exceptional in several respects. Because of the courses she was attending, she was unable to work on the project for extended periods during the normal working day. She used a portable computer terminal at her home on evenings and weekends during November through March, but especially after completing her tour in the ISTB, to accomplish most of the programming task. This, incidentally, significantly reduced the computer service charges that would normally have been incurred in developing the program because of the reduced rates that apply during the evenings and on weekends.

In addition to her technical skills, [REDACTED] demonstrated exceptional maturity, sensitivity, and insight in dealing with the several people who will be using the system. She tactfully obtained the information required for the development of the system, accommodated the users' suggestions on system improvements during the initial trials of her system, and instilled confidence and enthusiasm for the project among the system users.

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25X1A      Some appreciation of the value of [ ] work on  
25X1A      this project may be gained by considering typical commercial  
25X1A      costs for this type of work. As a rule of thumb, costs for  
25X1A      developing computer programs run about \$10 per line of  
25X1A      programmed code. The program which [ ] developed  
25X1A      contains nearly 700 lines. In addition, I estimate that her  
25X1A      evening and weekend work avoided about \$490 in commercial  
25X1A      computer service charges. Although there is some variation  
25X1A      in the time required to work out student-instructor assign-  
25X1A      ments, about four hours by a GS-09 per course is probably a  
25X1A      reasonable estimate. In addition to the initial assignment  
25X1A      requirements--perhaps 12 per year--assignments frequently may  
25X1A      have to be reworked because of illness or other unforeseen  
25X1A      events. The time required to complete the assignment process  
25X1A      using [ ] program is relatively trivial. The  
25X1A      computer charges incurred in operating the program, for  
25X1A      example, may range from approximately \$2.50 to \$4.00. In  
25X1A      recognition of her exceptional performance on this project,  
25X1A      it is recommended that a Certificate of Merit and an appro-  
25X1A      priate Special Achievement Award be made to [ ]

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SA NO. 26: Nomination Date: 26 June 1975

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[REDACTED]

STATSPEC

Directorate of Intelligence [REDACTED]

A. Summary

STATSPEC

The attached memorandum, dated 26 June 1975, from Director, [REDACTED] and concurred in by the DDI Committee Member for the Deputy Director for Intelligence, recommends [REDACTED] for the Agency's Special Achievement Award and an honorarium of \$700 based on combined tangible savings and intangible benefits.

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B. Additional Evaluations

The DDO Committee Member had the importance of [REDACTED] achievements to the Operations Directorate evaluated. Chief, SE [REDACTED] said that the

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C. Recommendations for the Executive Secretary

\$850 award based on annual tangible savings of \$8,900 (\$395), plus SUBSTANTIAL/GENERAL intangible benefits (\$465). We believe that GENERAL is appropriate in this case because of the value to two (2) directorates as well as DIA, NSA and Department of State.

D. Decision of the Committee

<u>✓</u>	Approved	<u>\$850</u>	Award
<u></u>	Disapproved	<u>16 SEPT. 1975</u>	Date

Atts  
Nomination and Biographic Profile

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a. Personnel from [ ] were evacuated to different locations and didn't know for sometime what had been recovered. It has only been during the past couple of months that individuals could estimate their damages and losses and submit claims. There has been considerable recovery thus far.

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c. To date, OL reports that 11 claims have been approved for a total of \$54,500; the original claim submission total for this group was \$80,500. Five cases are now pending and the claim amount requested totals \$118,000. The Claims Board is holding off on five more claims now which total about \$50,000. Finally, it is estimated that there will be 25 to 30 more claims to come yet involving [ ] losses.

STATSPEC

3. While [ ] recommends a total award of \$1,800 to be equally shared based upon \$1,400 for tangible savings and \$400 gained for intangible benefits, the Committee's staff believes that the accomplishments were EXCEPTIONAL and EXTENDED. The overall results were of creditable value to this Nation's prestige. Therefore, intangible award credit of \$1,00 is believed warranted because:

a. Other problems would have occurred if the personal effects of employees had not been salvaged. Employee morale and the need to make other arrangements to substitute for lost items would have caused more problems.

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b. The time involved in preparing claims by employees and the expense at Headquarters of processing them would have caused major difficulties and substantial expense. Such actions take the time of the Agency Claims Board, of office directors and deputy directors.

C. Recommendation by Executive Secretary

\$2,400 award, equally shared, based upon estimated claims cost avoidance of \$300,000 (\$1,400 award) plus EXCEPTIONAL/EXTENDED intangible benefits (\$1,000 award). DDI Committee Member and DDI Claims Board Member concur.

D. Decision of the Committee

\$2,400 RECOMMENDED  
Approved \_\_\_\_\_ Award  
\_\_\_\_\_  
\_\_\_\_\_Disapproved 16 SEPT. 1975 Date

15/  
F. W. M. Janney  
Chairman

Suggestion and Achievement Awards Committee

Atts

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- b. Security Storage Company values losses in storage at \$15 per net cubic foot.
- c. Airlines are paying \$9.07 per pound for air-freight losses.

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY  
SUGGESTION AND ACHIEVEMENT  
AWARDS COMMITTEE  
5-E-54, HEADQUARTERS

EXTENSION

NO.

7394

DATE

11 September 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Mr. F. W. M. Janney  
5E 58 Headquarters

2.

3.

4.

5.

6.

7.

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14.

15.

Attached is the AGENDA for the Suggestion and Achievement Awards Committee Meeting on Tuesday, 16 September 1975 at 0900 in 5E 62 Headquarters.

Mr. Janney:

If you think we'll need a witness for the only technical case, TAB B I'll ask [ ] send one from their Engineering Staff. However, they are sending literature [ ] items and you may consider this enough.

STATSPEC

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